

DRAFT

Subject: Meeting Notes/Minutes—Small Business Assistance Program Compliance Advisory Board Quarterly Meeting, December 10, 2002

The Small Business Assistance Compliance Advisory Board meeting was held on December 10th at the Department of Environmental Quality's Piedmont Regional Office, Glen Allen, Virginia.

Members present: Dyane Pergerson, Mike Thompson, and John Daniel.

Members not present: Jim Donati, Frank Ramos, Mitchell Carr, and John Dwyer.

DEQ Staff: Richmond Rasmussen, Chuck McCarty, Sparky Lisle and James Kyle.

Introductions

John Daniel opened the meeting. He welcomed and thanked everyone for attending. He then introduced Sparky Lisle and Jim Kyle from the Piedmont Regional Office. Due to the lack of a quorum there was only a work session/discussion held.

Report on 8 Hour Ozone Designation Standards

John Daniel provided an update on the status of Virginia's efforts to meet the EPA standard. Virginia DEQ is in the process of signing Early Action Compact agreements with 2 areas of Virginia [Roanoke area and Frederick/Winchester area]. Upon approval by EPA, the agreements will allow those areas to submit a plan to EPA and then implement the plan with various voluntary and regulatory actions to meet the 8 hour ozone standard. These actions will give those areas until 2007 to meet the 8 hour ozone standard.

Program Report - Richard Rasmussen reported.

National CAP Region III Representative

Glenn Heilman is the Region III representative and is also the Chairperson of the National CAP. The agenda gave his contact information.

EPA National Small Business and the Environmental Summit

This summit is by invitation only and will include Governor Whitman and various Cabinet Secretaries. It will be held in Washington, DC in March 2003. The purpose of the meeting is to update 12 years old strategies.

2002 National SBO/SBAP Chicago Conference- Future of 507 Programs

At the conference, it was decided that five subcommittees would be established under the National Steering Committee. They are: Multi-Media, Awards, Guidelines, Technical, and Information Technology. They will be reviewing the roles of the 507 programs and possibly suggesting new areas/ideas to evaluate.

2003 National Conference

It will be held in Baltimore in April 2003. It would be very beneficial for all CAB members to attend.

Loan Fund Status

The fund still has money available for loans. There was discussion of possible partnerships with foundations/corporations to supplement the loan fund, to add grant money with the loans, and having funds from Supplemental Environmental Projects added to the loan fund.

Cultivating Environmental Management Working with Small Businesses

Richard Rasmussen discussed EPA guidance materials for a train-the-trainer to help small businesses develop environmental management systems.

Small Business Providers Forum II

Richard Rasmussen provided an update regarding how the forum has led to the establishment of a network of small business assistance providers.

Video-Stage II Regulations

New York State has developed a video to help gas stations comply with Stage II regulations. Once the video is complete it will be forwarded to DEQ for modification with Virginia requirements and distributed to Virginia gas station owners.

Potential Boiler Project

Due to budget issues and staffing reductions in DEQ's Office of Small Business Assistance, this project has been put on hold.

Dry Cleaner 2002 Calendar- Follow Up Survey

Richard Rasmussen reported that compliance with state and federal regulations in the dry cleaner sector has dramatically increased since the distribution of the calendars began. The 2003 Dry Cleaner Calendar is being finalized for printing and distribution in the near future.

Web Site- New Site Active

Richard Rasmussen reported that the new web site is active. He also said that special thanks should go to Doug Masini (formerly of the Office of Small Business Assistance and now a member of the Piedmont Air Compliance Office) for designing the site.

Virginia CAN (VA CAN)

Chuck McCarty reviewed how it was established and its status. He reviewed the draft VA CAN booklet and how it is developing.

Meeting Minutes

The meeting minutes of the September 18, 2002 Small Business Assistance Program Compliance Advisory Board were moved, seconded and approved as presented.

2003 Meeting Dates

The meeting dates for 2003 were set to be held on March 12, June 11, September 10 and December 10 at 10 AM. The sites will be determined and announced later.

Adjournment

The meeting was adjourned at 11:50 AM.